



Columbia, MD
410-715-1795

misscheyenne@mcpka.com
www.mcpka.com

2021-2022 Handbook & Policies

Welcome to Miss Cheyenne's Pre-K Academy! I am so excited you have joined our family! If you have any questions about my handbook, my policies, or our classroom, please feel free to contact me!

Through my research and training while teaching for Howard County Public School System, earning my bachelor's degree in Early Childhood Education, and my master's degree in Curriculum and Instruction, I have developed my teaching philosophy.

I believe that each child is unique and requires individualized instruction that is tailored to their individual learning styles, academic goals, and needs. It is my belief through my experiences that these goals are best met in small settings. This starts with being in an environment that allows a child to feel secure, stimulated, and loved. This type of environment is where students can grow and mature physically, socially, emotionally, and intellectually in order to prepare them with the required school readiness skills for kindergarten and beyond.

Through a mixture of teacher-led, student-led, unstructured, and structured activities, children in my program will be exposed to a curriculum that provides growth in personal and social development, social studies, science, physical development and health education, the Arts, math*, and language arts*.

Cheyenne Mattu, M.Ed
Certified Teacher: Early Childhood Education (preschool-3rd grade) / ESOL
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*Aligned to Common Core State Standards

Please Note:

The purpose of the Miss Cheyenne's Pre-K Academy Handbook is to provide information about the policies and procedures under which our pre-k operates.

Please read this handbook thoroughly as it contains important information that pertains to the care of your child. If you have any questions or concerns about any policy or procedure, please discuss them with me before signing the Policy, Procedures, and Financial Agreement Contract. By signing the contract, you are agreeing to comply with the policies and procedures set forth in this handbook.

I am licensed by the Maryland Department of Education (license #254171) and will follow all the regulations and will have yearly inspections through MSDE. As the regulations for the state change, at times, I will need to revise my current policies, and possibly add new policies or procedures to this handbook. You will receive a written amendment at least two weeks prior to the change in policy or procedure becoming effective. If it is a state regulation that is changing – you will be notified of the change and those changes will be effective immediately. I retain the right to enforce the policies and procedures at will. Lack of enforcement on my part does not indicate that the policy and/or procedure is no longer in effect. I appreciate your consideration and understanding with this.

Cheyenne Mattu

Dates, Days, and Hours

September 1st, 2021-June 10th, 2022

Monday-Friday, 8:30am-4:00pm

Academic Calendar

- **September 1st, 2021 – First Day of School**
- September 6th, 2021 – Labor Day, no school for students
- September 7th – Rosh Hashanah, no school for students
- September 16th, 2021 – Yom Kippur, no school for students
- *November 12th, 2021 – End of First Quarter*
- November 24th, 2021 – Conferences, no school for students
- November 25th-26th, 2021 - Thanksgiving Holiday, no school for students
- December 23rd, 2021- December 31st, 2021 – Winter break, no school for students
- January 17th, 2022 – Martin Luther King Jr. Day, no school for students
- January 28th, 2022 - *End of Second Quarter*
- February 11th, 2022 - Conferences, no school for students
- February 21st, 2022 – Presidents' Day, no school for students
- *April 1st, 2022 – End of third quarter*
- April 11th-18th, 2022 – Spring break, no school for students
- May 30th, 2022 - Memorial Day, no school for students
- **June 10th, 2022 – Last Day of School, Graduation Ceremony**

Miss Cheyenne's Pre-K Academy (MCPKA) will be closed on the dates noted above. You are required to continue to make full, regularly scheduled tuition payments for these dates if they occur on a weekday (Monday-Friday). For consistency and to help families with older children within Howard County Public Schools (HCPSS), our academic calendar is closely aligned to HCPSS. Although uncommon, the academic calendar is subject to change.

MCPKA does not refund missed days due to illness, vacation, inclement weather, or any other unavoidable closings.

- We follow all HCPSS weather-related delays, closings, and early dismissal announcements.
 - If HCPSS is closed for the day, MCPKA will also be closed.
 - If HCPSS has a two-hour delay, MCPKA will open at 10:30am.
 - If HCPSS has a one-hour delay, MCPKA will open at 9:30am
 - If HCPSS has an early dismissal, MCPKA will be closed at 1:00pm.
 - If the weather appears to worsen and an earlier dismissal time will be necessary, you will be notified immediately of an earlier dismissal time.
 - If you would feel more comfortable picking up your child early or not bringing your child for the day due to weather concerns, please let Miss Cheyenne know.
- We can be closed, closed early, or delayed at the full discretion of Miss Cheyenne.
- Although unlikely, we can be closed due to utility outages, unforeseeable natural events, pandemics/epidemics, or other emergencies out of the control of MCPKA at the full discretion of Miss Cheyenne.

If possible, notice of these delays and closures will be made via e-mail, text message, and/or phone call at least 1-hour prior to arrival/pick-up time.

Program Activities

MCPKA will provide daily activities, toys, and materials appropriate for each child's age in order to facilitate the child's physical, intellectual, social, and emotional development. Please review our daily schedule and weekly newsletters on our website for more information. Although closely aligned to the set daily schedule, kindergarten students participate in additional activities during the day.

Curriculum

Our curriculum includes language arts, math, personal and social development, social studies, science, physical development and health, and the arts. For math and language arts, we will follow the Common Core State Standards for preschool, prekindergarten, and kindergarten. Through our curriculum, our students are developing skills and knowledge for their physical, social, emotional, and intellectual development. More information on our curriculum is located on our website.

Toys and Other Objects from Home

Unless requested by Miss Cheyenne, a child may not bring toys or other items from home. MCPKA cannot be held liable for lost or broken belongings brought from home.

Rest Time

During rest times, children are encouraged to sleep. No snacks or drinks will be allowed during this time. MCPKA will provide sleeping mats for all students. Parents/Guardians are responsible for supplying daily resting materials: blanket and a pillow. No other rest time items will be permitted. Please do not send oversized pillows and/or blankets. All sleeping materials should be brought home at the end of each week, washed, and returned the following week.

Personal/Sick Leave

Miss Cheyenne will have 3 (three) paid personal/sick days during the school year (September 1st, 2021-June 10th, 2022). If Miss Cheyenne is temporarily unable to open due to illness, injury of self, a family member, loved one, or death of family member or loved one, Miss Cheyenne will use her best efforts to provide parents with reasonable and advance notice. In the event that Miss Cheyenne is summoned to attend jury duty, tuition will still be required as scheduled. Jury duty will not count towards the 3 paid personal/sick days. With the exception of jury duty, if Miss Cheyenne is required to take any additional personal/sick days beyond the 3 paid days, you are not financially responsible for the day(s) in question. The next tuition payment will be prorated to refund the cost of the day(s) missed.

Volunteers and Visitors

Notice of volunteer activities will be announced in advance on the bulletin board, weekly newsletter, and/or via email. Anyone who volunteers on a regular basis must have required background checks and fingerprinting clearance as required by state licensing regulations. For insurance and liability reasons, other children are not permitted to accompany a parent/adult who is volunteering in the classroom. MCPKA will not assist in payment and

cannot be held responsible for costs incurred in order to meet state licensing regulations in order to volunteer at MCPKA. Anyone with felony convictions, sex offender convictions, and/or open investigations into any criminal activities will be prohibited to work or volunteer at MCPKA.

We do not allow visitors or volunteers during rest time as it is disruptive for all children. Any parent or guardian that regularly visits the classroom (example: one day or more a week for longer than 15-minutes) must have required background checks and fingerprinting clearance per licensing regulations. For safety reasons, doors remain locked during school hours. Other children are not permitted to accompany an adult visiting the classroom. If the parent, guardian, or visiting adult causes disruption to the normal school day for their child or other children in the classroom, the parent or guardian will be asked to leave.

MCPKA may have visitors from Howard County Public School System, Department of Social Services, or similar organizations in charge of assessing or servicing child development and individual needs. These visits will be per request of a MCPKA parent for their child. For the protection and privacy for the student receiving assessments and/or services, you will not be notified of these visits. However, for safety of all students, all visitors of this kind will have appropriate background and fingerprinting checks and will not be left unattended with other MCPKA students.

Arrival/Departure Policies and Procedures

- School starts at 8:30am. Because late arrivals cause disruption to the school day, children are expected to be on time. After 8:50am, your child is considered late. Students that continuously arrive late will be dismissed from the program. Please note that students will not be greeted before 8:30am.
- All students and adults should wear face masks at arrival and dismissal times.
- **PLEASE DO NOT KNOCK OR RING THE DOORBELL**
- Miss Cheyenne will meet you at the front door.
- Parents will be required to bring a working thermometer and take their child's temperature at the door and show Miss Cheyenne. Any child with a temperature at or above 100° will not be permitted to enter.
- At this time, your child is ready to start their day. It is normal for some children to have difficulty separating from parents when being dropped off or not wanting to leave when it is time to go home. Please be very brief during these transition times. A smile, a cheerful "good-bye" and kiss/hug, is all that is needed. In my experience, children are nearly always ready to get started with their table time activity as soon as their parent is gone.
- Miss Cheyenne will initial your child in and out each day.
- Students will be dismissed through the front door at 3:55pm each day. Parents should be ready to greet their child at dismissal. Punctuality is extremely important, please be on time! Students that are continuously picked up late will be dismissed from the program.
 - If you are planning to pick your child up before this time, please let me know so that I can have your child ready for early dismissal.

To avoid disruptions during rest time, early dismissals will not be allowed between the hours of 12:30pm-2:00pm. Children needing to leave early for the day must be picked up BEFORE 12:30pm, or AFTER 2:00pm.

Children will only be released to those that are authorized by you in writing. Please be sure to keep your child's authorized pick-up sheet to date by informing Miss Cheyenne in writing of any changes. Any person unfamiliar to Miss Cheyenne will be asked to show photo ID when picking up your child. Miss Cheyenne's Pre-K Academy CANNOT release your child to anyone under the age of 18. Parents/guardians should call MCPKA if they know if they will be late picking up their child. Late pick-ups will be subject to a late fee due immediately.

If there is a legal custody agreement in place, Miss Cheyenne must have a copy of the court order recognizing the parent or guardian who has legal custody of the child, as well as visitation schedules. Without this, I must release the child to either parent or guardian.

Communication

- Parents can retrieve weekly newsletters from the parent section our website. Our weekly newsletters share announcements, weekly objectives, and weekly activities occurring within the classroom.
- Other important notifications will be delivered via email, or through papers sent home in your child's daily folder.
- Miss Cheyenne communicates weekly to give you a general awareness of what your child is learning within the classroom. This is communicated through in-person conversation, email, or text messages.
- For students with photo/video release consent, Miss Cheyenne typically posts weekly photos/videos on our Facebook page to help you see what your child's experience is like within the classroom.
- Students receive quarterly report cards to allow you to see how your child is progressing on an academic level.
- Additionally, there are optional conferences twice during the school year. Conferences are scheduled through Sign Up Genius approximately 3-4 weeks in advance and occur during normal school hours (8:30am-4:00pm). If you are unable to conference at this time, but wish to schedule a conference, please contact Miss Cheyenne to make alternative arrangements. Due to the Coronavirus, conferences are being held virtually through Zoom.
- It is important for us to work as a team to ensure your child's success in school. If you ever have any questions or concerns, or other important information that you believe I should know, please don't hesitate to contact me either by phone or email.
- Please note that arrival and dismissal times are not an appropriate time to talk in great length with Miss Cheyenne as she needs to attend to all the children in the group.

Tuition and Fees

Part-time: Monday, Wednesday, and Friday - \$700/month

Full-time: Monday-Friday - \$1050/month

There is a non-refundable \$125 registration fee per student to enroll at Miss Cheyenne's Pre-K Academy, and \$50 for returning students. To avoid losing your placement, it is important to return all registration paperwork and payments by the listed due date provided with your registration packet.

The following are required for enrollment at MCPKA:

- Emergency Contact Form
- Medication Authorization form (if applicable)
- Maryland Immunization Certification Form
- Health Inventory (to be completed by doctor/physician)
- Enrollment Fee (equal to half of the monthly tuition)
- Registration Fee
- Pandemic/Epidemic Policy Signed
- Registration Paperwork
 - Handbook policies and procedures reviewed.
 - Completed and signed contract
 - Consent Form
 - Health Insurance Information
- First tuition payment

Tuition is due monthly (on the 1st) of every month and is to be paid via Venmo (@MCPKA). Tuition is a yearly figure divided into 10 equal payments that do not reflect the number of school days in any one-month period. Just as tuition is not increased for months with more weeks, it is not reduced for months with less weeks or dates of closure.

Payments are due on the below listed due dates. If a tuition due date falls on a weekend, payment will still be required. It is the responsibility of the parent/guardian to pay on time and remember the tuition due dates.

<u>Month</u>	<u>Monthly Payments</u> (2021-2022)	<u>Month</u>	
September	9/1/21	February	2/1/22
October	10/1/21	March	3/1/22
November	11/1/21	April	4/1/22
December	12/1/21	May	5/1/22
January	1/1/22	June	6/1/22

There will be a \$30 late fee for failure to pay by 9:00am on a tuition due date. At the discretion of Miss Cheyenne, an additional \$30 per week of non-payment will be required. Additionally, students will be denied attendance to school until account is made current (including late fees). Tuition is due regardless of attendance.

In addition to the registration fee, parents/guardians shall pay a deposit equal to half of a month's tuition at the time of enrollment. The enrollment deposit is held to secure your child's spot in the program and is applied and credited to the last two weeks of June tuition. All fees and deposits are non-refundable, and non-transferable. The deposit is due on the first of June for returning families, and due immediately for new families. Deposits must be paid via Venmo (@MCPKA).

Overtime Fee

Punctuality is extremely important. Dismissal begins at 3:55pm and we are closed at 4:00pm and it is expected that students are picked up before 4:00pm. An overtime fee of \$2.00 per minute (or any portion thereof) will be charged to a parent of any child who is not picked up by 4:00pm (or earlier in the event of inclement weather/emergency closings). If a child is not picked up by 4:30pm, the parent or guardian agrees to pay additional overtime fees of \$30. Overtime payment is due on the same day via Venmo (@MCPKA). Overtime fees must be paid in order for the child to return to school. If the child is not picked up by 4:30pm, and parents or emergency contacts cannot be reached, MCPKA is obligated to contact authorities. Children will be provided with food and activities until they are picked up. After 3 late pick-ups, overtime fees will be increased to \$5 per minute (or any portion thereof) or the child's enrollment status may be terminated at the full discretion of Miss Cheyenne.

Property Damage Policy

Accidents and wear and tear happen; however, intentional breaking of equipment, furnishings, furniture or destruction to property, including, but not limited to banging into walls, windows, doors, or furniture is prohibited. Damage to property will be charged to the parent/guardian at cost to replace or repair the damaged item.

Termination Policy

When a parent/guardian decides to terminate care for any reason, the parent or guardian shall provide at least one month advance written notice to MCPKA. Until proper notice is provided, the parent/guardian is held accountable for payment of all tuition and fees (including late fees if applicable) for the school year. Upon a parent/guardian-initiated termination, there will be no tuition reimbursements for the days (if any) remaining for the present week in which termination occurred. In addition, the parent/guardian shall pay regularly scheduled fees for the four (4) weeks following the termination regardless of student attendance.

The contract may be terminated without any notice by MCPKA for the following, but is not limited to:

- If the parent/guardian does not abide by the contract rules and policies.
- If the child is not adjusting or a good fit for the school.
- A child's behavior is destructive, uncontrollable, violent, disruptive, or threatening to the other children or adults.
- A parent/guardian's behavior is threatening or abusive to other children or adults.
- Tuition and fees are 5 days or more delinquent.
- Repeated contract violations by the parent/guardian.

All terminations can be made effective immediately at the sole discretion of Miss Cheyenne. Upon termination, parents understand that there will be no tuition reimbursements for days (if any) remaining for the present week in which termination occurred. Additionally, parents understand that their enrollment fee will be forfeited. To avoid unfortunate situations from occurring, parents or legal guardians are responsible for reading the entire contract and should inquire for a detailed explanation if anything within the handbook is unclear. Upon termination, it is the parent's responsibility to find an alternate program.

Birthday/Holiday Celebrations

We celebrate the children's birthdays, and many holidays. Parents are free to donate supplies or special store-bought treats to celebrate a child's birthday, holidays, or special celebrations. Parents agree to inform MCPKA if their child cannot participate in birthdays or celebrations. Children not participating in birthdays or holiday celebrations will need to stay home for the day as MCPKA cannot make alternative arrangements for students not participating. No tuition reimbursements will be made for students not attending school due to inability to participate in birthdays and/or celebrations.

Meals, Snacks, Food Allergies and Special Dietary Needs

Meals are to be provided by parent/guardian. All student lunches must be already prepared to eat. There will be a refrigerator to put their lunches in if necessary. MCPKA will provide milk or water. Both morning and afternoon snacks and drinks will be provided by Miss Cheyenne. No tuition reimbursements will be made to children not receiving MCPKA supplied snacks/drinks.

If a child has food allergies, a doctor's note must be provided stating exactly the type of allergy the child has, the severity of the allergy, and the instruction for treatment should the child come in contact with it or have an allergic reaction. Children with allergies must bring their own snacks and meals and they must be already prepared to eat.

Miss Cheyenne must be alerted of any dietary needs that your child has. MCPKA does not provide alternative snacks/drinks for students with special dietary needs. Children who are unable to eat snacks provided by MCPKA must bring all meals, snacks, and drinks from home and these snacks and meals must already be prepared to eat.

Transportation Policy

With the exception of an emergency situation, MCPKA will not transport children.

Field Trips/In-House Programs

Field trips and/or in-house programs are part of our program to further enhance your child's education. We visit locations such as: the farm, library, conservancy, aquarium, nature center, zoo, etc. In-house programs include: Jump Bunch, Echoes of Nature, Tumble Bus, Zumbini, etc. Miss Cheyenne will not drive students to field trips. We depend on parents to provide transportation. Each child must be seated and belted properly in a carseat. Costs for field trips are kept to a minimum, and field trips permission slips will be sent home in advance.

For part-time students, some field trips/in-house programs may be scheduled on a different day than your child's regularly scheduled school days. If your child does not attend school on the day of a field trip and you wish for your child to participate, you and your child are welcome to join us.

Screen Time Policy

Watching regular television shows are restricted at MCPKA. However, some part of our learning activities involve educational videos, movies, or tablet learning apps. Any special "movie" day will be communicated ahead of time on our weekly newsletter and prior to the day of the movie.

Health and Emergency Medical Care

Safety of your child is our primary concern; Miss Cheyenne is both CPR and First Aid certified and will maintain certification as required. In the event of a medical emergency regarding your child, 911 will be called. We will then notify you. You are financially responsible for all costs in regard to your child acquired by medical care.

It is unavoidable that children will incur scratches and scrapes while playing. These minor injuries will be treated by MCPKA with antiseptic and a bandage. MCPKA will inform the parent/guardian of any injury and the treatment provided.

Child Abuse and Neglect Policy

Maryland law requires that every educator, staff member, or volunteer must report suspected abuse or neglect of a child. Suspected abuse or neglect will be reported to Child Protective Services immediately.

Medications

Miss Cheyenne is certified in medication administration. A Medical Authorization form must be completed by the child's doctor in order for MCPKA to give **any** medication (this includes topical and oral over-the-counter medicines). All children must receive the first dose of their medication at home and must remain home for 12-hours following receiving medication to ensure there are no adverse reactions to the medication. Any medications that can be taken once or twice daily should be taken at home. Additionally, all medications must be provided in their original container.

Toilet Trained Policy

All students must be toilet-trained in order to attend Miss Cheyenne's Pre-K Academy. Toilet-trained is defined by as a child being able to go through the entire day without wetting or soiling themselves and not needing a pull-up at any time during the day. The toilet-trained child is also completely independent for knowing when to go to the bathroom and does not need assistance inside the bathroom such as getting on or off the toilet, pulling pants up or down, redressing and wiping. If your child is determined by the Miss Cheyenne to not be toilet-trained, then the Miss Cheyenne has the right to change enrollment status.

Required Materials for School

Parents/guardians are responsible for sending the following items for their child:

- Daily packed lunch (already prepared to eat).
- Water bottle (spill-safe lid)
- Change of clothes (this includes seasonally appropriate: shirt, pants, underwear, socks, and shoes)
- Freshly washed rest time materials (small blanket and pillow)
- Face mask (clean spares should be kept inside your child's backpack)
- Pencil box (Miss Cheyenne will supply materials for the pencil box)
- **Lunch boxes, rest time materials, water bottles, and masks should be cleaned and disinfected daily by the parent.**

Sick Policy

Please do not bring your child to the school if he/she is sick. Please email Miss Cheyenne by 7:30 AM if your child is not coming that day. **A doctor's note will be required to show that your child has been cleared to be around the other children if a contagious type of sickness has occurred. Your child will not be allowed to attend school until an approved doctors note is provided.**

You will be called to pick up your child if he/she is too ill to be in school. Your child can return to school after being at home for a minimum of 24hrs AND when he or she is no longer contagious (usually 24 hours after the symptoms are completely gone and/or 24-48 hours after antibiotics have begun depending on the illness).

Your child cannot come to school with a fever of 100° or higher and must be fever-free **without the aid of fever reducing medicine** for a minimum of 48-hours before returning. If the child has a fever of 100° or higher, you will be called to pick up your child immediately.

Reasons why a child cannot come school:

- Fever of 100° or higher
- Cold with the thick green/yellow nasal discharge
- Productive cough with green/yellow discharge
- Persistent phlegmy cough
- Croup
- Strep Throat
- Gastroenteritis (Stomach Flu)
- Persistent diarrhea (even if a reaction to antibiotics)
- Vomiting
- Ringworm
- Chicken Pox
- Hand Foot Mouth Disease
- Mumps
- Impetigo
- Pink Eye
- Head Lice
- Scabies

These are just "examples" of contagious illnesses of when your child needs to stay out school. Each individual case is different and may require more or less time out of school.

A doctor's note will show that your child is cleared by a doctor, but you must abide by Miss Cheyenne's Pre-K Academy's sick policies first regarding when a child can or cannot come to school. It is our hope to keep the school as germ-free and sick-free as possible. Once ONE child comes to the school sick, he or she is exposing everyone to that illness.

Additionally, if your child cannot participate in normal activities due to feeling fatigued, continuous crying, exaggerated coughing, sneezing, or a continuous running nose, your child must remain at home. If in school, you will be asked to pick up your child at the full discretion of Miss Cheyenne.

No children are allowed to attend school after receiving shots. Children must remain at home for 24-hours following receiving a shot – even if cleared to return by a doctor. No children will be permitted to come to school mid-day. It is recommended that children receive shots on Fridays so that they do not miss any days of school.

Students with the flu (type A or B) must remain at home for a minimum of 5-7 days and must be at least 48-hours fever and symptom free (without the aid of medicine) before returning to school. Please refer to our pandemic/epidemic policy for COVID-19 related illnesses.

Discipline Policy

Miss Cheyenne will not use any form of physical punishment, including spanking. Students will not be singled out, be ridiculed, threatened or harmed. This includes not using harsh, demeaning or abusive language. Miss Cheyenne will use the following disciplinary techniques as necessary:

- Giving Choices
- Problem Solving
- Natural and Logical Consequences
- Ignoring
- Redirecting
- Think Time

Discipline does not mean punishment. Discipline is teaching a child how to be safe, how to behave on his/her own, and how to know the difference between right and wrong. Miss Cheyenne will use praise and positive methods of discipline and guidance to encourage self-expression and self-direction of the children. Limits may be set at times in order to keep children from losing control or causing harm to themselves or others. Thinking time is only one way to handle a situation and allows the child to regain control of his/her actions and feelings. Time away from the group will not exceed the following schedule. A timer will be used. 1 minute per year of age (ex: 4-year-old will receive 4 minutes)

Positive ways to channel children's emotions and handling misbehavior include:

- Redirect negative behavior to an acceptable activity by gently encouraging the child to change activities.
- Ignore the behavior.
- Help children understand consequences to behavior.
- Limit choices.
- Praising a nearby student for their desired behavior.

Smoking Policy

MCPKA is a smoke-free home and property. Smoking is forbidden indoors or outdoors of MCPKA property.

Pet Policy

Miss Cheyenne's Pre-K Academy is a pet-friendly home. We have two dogs and are both up to date on shots and medications. With the exception of emergencies, both dogs are kept in another area of the home during the school day. On occasion, Miss Cheyenne fosters additional dogs in her home. You will be notified of any additional dogs in the home. Any additional dogs in the home will also be up to date on shots and medications.

Regulated Childcare

Childcare in the state of Maryland is regulated by the Maryland State Department of Education, Office of Childcare (OCC), Licensing Branch. The Licensing Branch is responsible for issuing childcare licenses and registrations to childcare facilities that meet the standards; inspecting childcare facilities annually; providing technical assistance to providers; investigating complaints against facilities; investigating complaints against un-licensed childcare facilities and taking action when needed. COMAR regulations can be found at: www.earlychildhood.marylandpublicschools.org/childcareproviders/office-child-care